



MYTRAVEL TIPS

Lost and Found and Not Forgotten



DoD Employees sometimes transition between activities or agencies. To avoid travel booked on the wrong line of accounting or until budget is loaded; there is a designated group for travelers during transition periods between agencies.

Scenario: Employee is Transitioning from Organization 'A' to Organization 'B'

I am transitioning to DMDC from DTMO due to a new assignment and will require travel once situated. What do I need to do during my transition period to prepare for future travel?

DID YOU KNOW?

You will be able to create requests during the transition period, however, request cannot be submitted.

Attachment #1 – How do I prevent travel for users transitioning between agencies?

1. Coordinate with your current Travel Manager. TM's will need to update your Travel Profile to remove the Travel Wizard option.

Role(s)					
<input checked="" type="checkbox"/> Travel Wizard User	<input checked="" type="checkbox"/> Request User	<input type="checkbox"/> Request Approver	<input checked="" type="checkbox"/> Expense User	<input type="checkbox"/> Expense Approver	<input type="checkbox"/> Authorized Support Contact

Role(s)					
<input type="checkbox"/> Travel Wizard User	<input checked="" type="checkbox"/> Request User	<input type="checkbox"/> Request Approver	<input checked="" type="checkbox"/> Expense User	<input type="checkbox"/> Expense Approver	<input type="checkbox"/> Authorized Support Contact

2. Travel Mangers will need to assign the traveler to the Lost and Found and Not Forgotten Group.

Expense and Invoice Settings		Approvers		Expense Preferences		Expense Delegates		Personal Car	
<input type="checkbox"/> Is a Test User?	Country of Residence UNITED STATES	State/Province Select one	Employee Group - Level 1 1 (DOD) Department of Defense	Employee Group - Level 2 2 (DHRA) Defense Human Resources Activity	Employee Group - Level 3 3 (DTMO) Defense Travel Management Office	Employee Group - Level 4 4	Employee Group - Level 5 5	Employee Group - Level 6 6	Employee Group - Level 7 7
Employee Group - Level 8 8	Rank/Grade NA	Branch of Service NA	Reimbursement Currency US, Dollar	Ledger DEFAULT	Type to search by: LO (Code) Text Ca (Code) Text (DHRA) Defense Human Resources Activity Lost and Found and Not Forgotten (OSD) Office of the Secretary of Defense	C/E/O (CTR) Contractor	BI Manager		
Default Language English (United States)									

Expense and Invoice Settings		Approvers		Expense Preferences		Expense Delegates		Personal Car	
<input type="checkbox"/> Is a Test User?	Country of Residence UNITED STATES	State/Province Select one	Employee Group - Level 1 1 (DOD) Department of Defense	Employee Group - Level 2 2 Lost and Found and Not Forgotten	Employee Group - Level 3 3	Employee Group - Level 4 4	Employee Group - Level 5 5	Employee Group - Level 6 6	Employee Group - Level 7 7
Employee Group - Level 8 8	Rank/Grade NA	Branch of Service NA	Reimbursement Currency US, Dollar	Ledger DEFAULT	LOA Group DD14QPT	LOA Label	C/E/O (CTR) Contractor	BI Manager	
Default Language English (United States)									

Attachment #2 – I have moved to a new agency but do not have the ability to access Travel Wizard for submit a request. What do I do?

1. Notify your newly assigned Travel Manager and inform them you are unable to submit requests or access the Travel Wizard.
2. Travel Managers will need to assign you to your new travel group.

Expense and Invoice Settings

☐ Is a Test User?

Country of Residence: UNITED STATES

State/Province: Select one

Employee Group - Level 1: 1 (DOD) Department of Defens

Employee Group - Level 2: 2 Lost and Found and Not Forg

Employee Group - Level 3: 3

Employee Group - Level 4: 4

Employee Group - Level 5: 5

Employee Group - Level 6: 6

Employee Group - Level 7: 7

Employee Group - Level 8: 8

LOA Group: DD14OPT

LOA Label:

C/E/O: (CTR) Contractor

Rank/Grade: NA

Branch of Service: NA

Reimbursement Currency: US, Dollar

Ledger: DEFAULT

Cash Advance Account Code:

Cash Advance Balance:

BI Manager:

Default Language: English (United States)

Expense and Invoice Settings

☐ Is a Test User?

Country of Residence: UNITED STATES

State/Province: Select one

Employee Group - Level 1: 1 (DOD) Department of Defens

Employee Group - Level 2: 2 (DHRA) Defense Human Res

Employee Group - Level 3: 3 (DMDC) Defense Manpower I

Employee Group - Level 4: 4

Employee Group - Level 5: 5

Employee Group - Level 6: 6

Employee Group - Level 7: 7

Employee Group - Level 8: 8

LOA Group: DD14OPT

LOA Label:

C/E/O: (CTR) Contractor

Rank/Grade: NA

Branch of Service: NA

Reimbursement Currency: US, Dollar

Ledger: DEFAULT

Cash Advance Account Code:

Cash Advance Balance:

BI Manager:

Default Language: English (United States)

3. Once assigned, Travel Managers need to re-check the Travel Wizard box in your profile.

Role(s)

☐ Travel Wizard User ☒ Request User ☐ Request Approver ☒ Expense User ☐ Expense Approver ☐ Authorized Support Contact

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☒ Travel Wizard User ☒ Request User ☐ Request Approver ☒ Expense User ☐ Expense Approver ☐ Authorized Support Contact